



ACTING SUPERVISOR PROGRAM

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I. POLICY

The Field Enforcement Division is committed to providing members with the opportunity to gain insight, skills, knowledge, and abilities of a supervisory nature in the role of an acting supervisor. The transition from a subordinate to a supervisory role does not occur automatically, and satisfactory performance as a subordinate does not guarantee success as a supervisor. Training in such programs as the acting supervisor will aid in the development of effective future supervisors and provide for the succession of Division leadership and administration.

II. SELECTION CRITERIA

Participation in the acting supervisor program will be conducted in accordance with the requirements listed below. To be eligible to participate in the program, an employee must meet the following criteria:

1. Demonstrate leadership qualities;
2. Ability to plan and organize assignments effectively
3. Possession of an extensive degree of job knowledge
4. Completion of probationary period

III. RESPONSIBILITIES OF SUPERVISORS

Supervisors are responsible for assisting in the development of subordinates who have the potential to assume supervisory positions. When a subordinate meets the qualifications for the acting supervisor program, the immediate supervisor will:

1. Provide the subordinate the opportunity to perform as an acting supervisor during the supervisor's absence;
2. Explain what is expected during the assignment;
3. Be available for advice or assistance prior to and after the assignment;
4. Notify the Division administrator and the personnel above and below the supervisor's chain of command of the acting supervisor appointment.

Every attempt should be made to coordinate the acting supervisor assignment with scheduled leave and other expected absences.

IV. ADMINISTRATIVE RESPONSIBILITIES

The Division's administrator will maintain appropriate records to identify employees who have participated in the acting supervisor program and assume responsibility for the collection and maintenance of completed acting supervisor evaluation memorandum, which will be stored in the employee's Office of Personnel Services file.

V. DIVISION APPROVAL

Appointment of acting supervisors under this program requires the approval of the Director, Deputy Director, or Assistant Director. All acting supervisor assignments in excess of one day require that an inter-office memorandum be forwarded to the employee's Office of Personnel Services file stating the name of the acting supervisor and the duration of the acting supervisor assignment. The next employee in the acting supervisor's chain of command will:

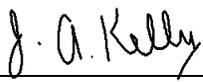
1. Review the employee's performance as an acting supervisor and provide feedback to the employee and his or her supervisor.
2. For assignments of five or more consecutive work days, document the evaluation of the employee's performance as an acting supervisor on an inter-office memorandum for placement in the employee's Office of Personnel Services file.

VI. ACTING SUPERVISOR'S RESPONSIBILITIES AND RESTRICTIONS

The acting supervisor has the same authority and responsibilities as the supervisor temporarily being replaced. The following restrictions apply:

1. Employees may not perform in an acting supervisor capacity for more than five consecutive work days without the approval of the Director or Deputy Director.
2. At least one Agent supervisor and one Inspector supervisor must be a permanent unit supervisor.

VII. CANCELLATION: None. This is a new issue as of 01/30/2008.



Jeffrey A. Kelly, Director